

REQUEST LETTER FOR OUTWARD REMITTANCES(NON IMPORT)

To
The Branch Manager,
Yes Bank Ltd.,

----- Branch

We wish to make the following remittance for the purpose of

We hereby request you to remit/ issue a DD for the amount as per the details given below :-

1	Amount to be remitted (in foreign currency)	
2	Value Date	
3	Remitter's Name & Address	
4	Beneficiary's Name & Address	
5	Beneficiary's Bank Account No., Banker's Name & Address & Swift code	
6	Beneficiary's Bank's Correspondent Bank Name, Address & Swift code	
7	Purpose of remittance (the details to be mentioned in Swift Msg for Beneficiary's information)	
8	Foreign Bank Charges (strike off whichever is NOT applicable)	To our Account / Beneficiary's Account

We request you to debit our EEFC Account No..... for an amount of and the balance amount to our Cash Credit Account / Current Account No..... along with your charges.

The details of Forward Contract(s), if any, booked against this payment is/are as follows -

Forward Contract No. & Date	Forward Contract Amount	Amount to be Utilised for this remittance	Due Date of the Contract

Documents enclosed :-

1. Form A2
2. Proforma Invoice / Demand Notice of the Beneficiary duly signed by Applicant
3. Other Documents as applicable (Please refer the Guidelines/Checklist enclosed)
Please specify.

DECLARATION - CUM - UNDERTAKING

I/We hereby declare that the transaction the details of which are specifically mentioned in this request letter does not involve, and is not designed for the purpose of any contravention or evasion of the provisions of the aforesaid Act or of any rules, regulation, notification, direction or order made thereunder. I /We also hereby agree and undertake to give such information/documents as will reasonably satisfy you about this transaction in terms of the above declaration. I/We also understand that if I/We refuse to comply with any such requirement or make only unsatisfactory compliance therewith, the bank shall refuse in writing to undertake the transaction and shall if it has reason to believe that any contravention/evasion is contemplated by me/us report the matter to Reserve Bank of India.. I/We further declare that the undersigned has/have the authority to give this declaration and undertaking on behalf of the company.

Yours faithfully,

For.....

AUTHORISED SIGNATORY

GUIDELINES /CHECKLIST FOR THE APPLICANT FOR ENSURING SPEEDY & ERROR FREE REMITTANCE - REQUEST LETTER FOR CLEAN OUTWARD REMITTANCES

1. REQUEST LETTER TO BE SIGNED BY AUTHORISED SIGNATORY/IES OF THE COMPANY
2. ENSURE THAT ALL COLUMNS ARE FILLED IN THE REQUEST LETTER
3. DECLARATION CUM UNDERTAKING IS REQUIRED UNDER SEC.10(5), CHAPTER III OF FEMA 1999), MENTIONED IN THE REQUEST LETTER.
4. FORM A2 TO BE DULY FILLED IN AND SIGNED BY THE AUTHORISED SIGNATORY/IES OF THE COMPANY
5. DOCUMENTARY PROOF FROM OVERSEAS BENEFICIARY SUCH AS PROFORMA INVOICE, COPY OF CONTRACT ETC.
6. ON SUBMISSION OF DULY COMPLETED REQUEST LETTER ALONG WITH ENCLOSURES, PLEASE OBTAIN THE TRACKING REFERENCE No. FROM THE BRANCH WHICH SHOULD BE QUOTED FOR ANY FURTHER QUERY / CORRESPONDENCE ON THIS REMITTANCE
7. OTHER DOCUMENTS TO BE SUBMITTED :-
 - a. DIVIDEND Payments :-

Certificate from CA or CS that

 - Shares have been validly issued to an overseas party giving names of non resident shareholders and quantity of shareholding as on the record date of payment of dividend.
 - That the amount of remittance being made is net of dividend already paid/payable to domestic accounts/custodians of foreign shareholders.
 - Certified true copies of the board and general meeting resolutions(AGM's resolution not applicable for interim dividend) authorizing payment and quantum(%) of dividend.
 - b. ECB Repayments :-
 - AD should be same as the one who has certified Form 83/ECB or as authorized by RBI. Therefore copy of LRN letter from RBI.
 - Repayment schedule or debit note.
 - Confirmation from the branch(supported by letter ref. no) that the Form ECB2 has been submitted upto date.